



HOW TO REQUEST A "STATE LETTER" FROM CT DEP FOR INCLUSION IN A BROWNFIELDS GRANT APPLICATION August 2009



EPA's Proposal Guidelines¹ for Brownfields Assessment, Revolving Loan Fund, and Cleanup Grants, dated August 2009, (the guidance documents) require each applicant that is not a state or tribal environmental authority to provide a current letter from the appropriate state environmental authority (the Department of Environmental Protection) acknowledging that the applicant plans to conduct assessment and/or conduct or oversee cleanup activities, depending on the type of grant being sought. Please note that general correspondence and documents evidencing state involvement with the project (i.e., state enforcement orders or state notice letters) and letters regarding proposals from prior years are **NOT** acceptable substitutes for a current "State Letter". Brownfields Grant Applications are due to EPA by October 16, 2009, so please submit your request for a "State Letter" early!

For CT DEP to provide such a letter for inclusion in the Brownfields Grant application package, DEP requests a signed letter from the applicant containing the following information:

1. identification of the type of grant funding being requested (Assessment Grant, Revolving Loan Fund Grant, and/or Cleanup Grant),
2. identification of whether funds are being requested for hazardous substances, pollutants or contaminants (including substances co-mingled with petroleum) and/or petroleum sites for each type of grant listed above,
3. a statement from the applicant indicating their intent to conduct assessment and/or conduct or oversee cleanup activities if grant funds are awarded by EPA,
4. identification of the site or sites (if known) for which grant funding is being sought, and
5. the name, address, and telephone number of the applicant, the contact person who should be contacted if there are questions about the request for a "State Letter" and where to send the "State Letter" if not to the applicant. If the applicant is a coalition, please include contact information for a representative from each coalition member.

If the requestor will be applying for a Revolving Loan Fund Grant, DEP strongly encourages the applicant to require that any remediation conducted with loaned funds be undertaken under one of the State's voluntary remediation programs (pursuant to CGS § 22a-133x or 22a-133y) if grant funds are awarded by EPA.

Petroleum Site Eligibility Determinations

Requests for petroleum site eligibility determinations, along with the supporting information described in the application guidance should also be submitted to the contact person identified below.

Requests for a "State Letter" and/or petroleum site eligibility determinations may be submitted by mail, fax or email to:

Selena Thornhill-Moody
Remediation Division (2nd fl.)
Bureau of Water Protection & Land Reuse
CT Department of Environmental Protection
79 Elm Street
Hartford, CT 06106-5127

phone: (860) 424-3502
fax: (860) 424-4057
e-mail: Selena.Thornhill-Moody@ct.gov

¹ The Guidance documents are EPA-OSWER-OBLR-09-04 (Assessment Grants), EPA-OSWER-OBLR-09-05 (Cleanup Grants) and EPA-OSWER-OBLR-09-06 (Revolving Loan Fund Grants) respectively, and are available from EPA's website at <http://www.epa.gov/oswer/grants-funding.htm>.